



Planning & Community Development

SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT SUBMITTAL CHECKLIST

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All construction drawings must be drawn to an architectural scale (e.g. 1/4"=1'), while site plans and civil drawings must be drawn to an engineering scale (e.g. 1" = 20').**

- ☐ **City of Shoreline Permit Application and Affidavit Form** (attached).
- ☐ **Critical Area Worksheet** (attached).
- ☐ **Pre-Application Meeting Date:**
_____ (ask for handout).
- ☐ **Neighborhood Meeting Report Date:**
_____ (ask for handout).
- ☐ **Detailed Description and Scaled Drawings with the Ordinary Highwater Mark indicated of Proposed Development.**
- ☐ **JARPA Application Form**
- ☐ **Notice Materials:**
 - Provide current King County Assessor's quarter-section map(s) with the subject property identified and showing all property within 500' of any boundary of the subject property. Draw 500-foot boundary line on

the map(s). Key the list of property list owners to the map(s) by the owners' tax account numbers.

- **Three (3) sets** of mailing labels for all property owners within 500' of any boundary of the subject property.
- A copy of the mailing label list.
- A copy of the Assessor's map with the 500 foot boundary outlined

NOTE: King County no longer provides mailing label services. Planning & Community Development can provide this for a fee of \$149.50 or provide you instructions to obtain this information off of the web and do a mail merge document to produce two sets of mailing labels for your application.

Submittal Fee: Based on valuation.

Up to \$10,000 - \$2,242.50 (\$149.50 hourly rate, 15 hour minimum).

\$10,001 to \$500,000 - \$5,083.00 (\$149.50 hourly rate, 34 hour minimum).

Over \$500,000 - \$8,970.00 (\$149.50 hourly rate, 60 hour minimum).

Please note: Fees effective 1/2012 and are subject to change.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

City of Shoreline applications and submittal checklists may be downloaded from our website www.shorelinewa.gov under "Popular Links" select "Permits".

1/2012

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The Development Code (Title 20) is located at mrsc.org